

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 11-215

6 MAY 1994



**AIR FORCE MATERIEL COMMAND
Supplement 1**

26 MARCH 1998

Flying Operations

FLIGHT MANUALS PROGRAM (FMP)

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This instruction sets procedures and standards for commands who manage and use flight manuals to operate or maintain aircraft throughout the Air Force. It implements AFRPD 11-2, *Flight Rules and Procedures*, and interfaces with AFRPD 21-3, *Technical Orders*; AFRPD 60-6, and TOs 00-5-1, 00-5-2, 00-5-3 and 00-5-19. This instruction applies to major command (MAJCOM) Operations Directorates, unit level TO distribution activities, flight manual managers, and flight crewmembers who manage, prepare, review, approve, distribute, or use flight manuals. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AFMC/DOO, 4225 Logistics Ave Suite 2, Wright Patterson AFB OH 45433-5714. This instruction may be supplemented at any organizational level. MAJCOM, field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their supplement to HQ AFMC/DOO and HQ AFMC/ENC.

(AFMC) This supplement implements AFRPD 11-2. This supplement does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

SUMMARY OF REVISIONS

This revision clarifies policies and procedures for the FMP; amplifies US Air Force TO System policy or procedures; places HQ AFLC and HQ AFSC duties under a new heading of HQ AFMC (paragraph 3.); and lists Flight Manual Manager (FMM) responsibilities(paragraph 4.).

(AFMC) This supplement combines requirements of AFR 60-9/AFMC Sup 1 and AFMC Sup 2. It also contains instructions for development and maintenance of AFMC Modification Manuals. IC 98-1 dated 26 March 1998 added 31 March 1998. This change adds text to clarify the experience required to fill flight

Manual Managers positions at ALCs and change the OPR of the supplement. A vertical bar indicates revision from the previous edition. The IC by itself is added as the last page of this publication.

AFI 11-215, 6 May 1994, is supplemented as follows:

1. FMP Publications. These include flight manuals (-1 series), air refueling procedures manuals (1-1C-1 series), basic weight checklist and loading data manuals (-5 series), functional check flight manuals (-6CF series), cargo aircraft loading manuals (-9 series), cargo aircraft nuclear weapon loading manuals (-16 series), nuclear weapon delivery manuals (-25 through -31 series), non-nuclear munitions delivery manuals (-34 series), and mission operation manuals (-43 series).

2. General Instructions:

2.1. System Program Directors (SPD) of military aircraft acquisition programs:

2.1.1. Establish a FMP when setting up a TO Management Agency (TOMA, TO 00-5-1).

2.1.2. Assign a FMM to manage the FMP for the life of the aircraft program. When two FMMs are assigned, one at the Product Center (PC) during acquisition and one at the Air Logistics Center (ALC) for life cycle management under the Integrated Weapon System Management (IWSM) concept, set up procedures to make sure FMP direction is coordinated and FMP records are maintained for the life of the program.

2.1.2. (AFMC) Product and Air Logistics Centers will organize the FMP management function to provide enhanced support to the aircraft SPDs, provide rapid response to using command requirements, and perform the duties and responsibilities of this regulation.

2.1.2.1. (Added-AFMC) Flight Manual Manager positions should be filled with the most qualified individual as determined by the respective ALC. While aircrew or engineering experience with a specific MDS is desired, the overall intent is to ensure the position is filled by an individual who understands the Flight Manual Program and the Air Force Technical Order system.

2.1.2.2. (Added-AFMC) The chief of an organizational element assigned engineering responsibility for FMMs should have military rated aircrew experience (pilot, navigator or electronic warfare officer) with an engineering degree. Experience as a FMM can satisfy this requirement.

2.1.3. Ensure flight test programs contain adequate instructions to gather data for flight manuals. See MIL-M-7700 for requirements.

2.1.3. (AFMC) Follow the provisions of AFI 99-101, Developmental Test and Evaluation

2.1.4.1. (Added-AFMC) Establish printing priorities for FMP publications by coordination with the FMM and the base information management directorate. Give special attention to priorities and time limits for safety and operational supplements.

2.1.4.2. (Added-AFMC) Track the production of all FMP publications through the entire publication cycle.

2.2. For FMP Publications:

2.2.1. Remember that minimum print quality for all FMP publications is Level III (Good Quality), as described in the *GPO Agency Procedural Handbook* (GPO Publication 305.1).

2.2.2. Note that only the HQ AFMC FMM may change, delete, or rearrange information or procedures in individual FMP publications. Only operational and safety supplements, TO changes, and revisions defined in TO 00-5-1 update FMP manuals.

2.2.3. Only use a supplement to update the basic publication. Do not use supplements to update information or procedures in a previous supplement.

2.2.4. Make sure formal FMP supplements affecting procedural checklists contain temporary checklist pages.

2.2.5. Make sure interim supplements affecting flight crew checklists authorize write-in changes to the affected checklist. Maintenance or aircrew may write-in changes on scroll checklists when changes affect flight safety. Don't use automated checklists until they are revised.

2.2.6. Replace interim supplements affecting flight crew checklists with formal supplements containing temporary checklist pages. Publish formal supplements and complete ID within 40 calendar days after dispatch of the interim supplement. The FMM coordinates with users before deciding whether to formalize an interim supplement. That decision may depend on whether a formal manual change is about to be published.

2.2.7. Make sure all FMP supplements include a status page or a paragraph listing all current supplements outstanding against affected manual and checklist.

2.2.8. Only use a change to formally update the *EMERGENCY PROCEDURE SECTION* of a flight manual when crews use the flight manual inflight. The time to publish the change will be the same as a formal supplement.

2.2.9. Note that MAJCOMs may add more restrictive items to flight crew checklists to enhance training, tactical, or special operations. Send copies of these items to the FMM and review at the next Flight Manuals Review Conference.

2.2.10. If MAJCOMs authorize, do not require units to post supplements that don't apply to the MDS aircraft they operate.

2.2.11. Tell flight crewmembers that they must make write-in references to each affected paragraph in flight manuals to direct attention to outstanding supplements. Also tell them that they must write interim supplement procedures into checklists, in full if practical.

2.2.12. Inform flight crewmembers that they may make notes in their individually assigned flight manuals and checklists.

2.3. HQ AFMC FMMs may develop and issue scroll and or automated checklists through an official TO revision, or supplement to complement the basic, functional check flight manuals.

2.4. For Supplemental Flight Manuals:

2.4.1. FMMs develop classified flight manuals and checklists according to MIL-M-7700.

2.4.2. FMMs develop partial flight manuals and checklists for aircraft modifications intended to be permanent according to MIL-M-7700. These manuals and checklists complement the basic flight manual and are incomplete without it.

2.4.2. (AFMC) Coordinate proposed partial flight manuals and checklists with HQ AFMC/DOV or their designated representative.

2.4.3. HQ AFMC units and the Special Mission Operational Test and Evaluation Center (SMO-TEC) develop modification flight manuals and checklists outside the formal TO system. These manuals and checklists provide operating instructions and information for a small number of aircraft modified for engineering and flight testing. Only information and procedures resulting from the modification is needed since a standard flight manual is required for the aircraft. HQ AFMC and HQ AFSOC (Air Force Special Operations Command) will establish procedures for developing these manuals.

2.4.3. (AFMC) Use a Modification Flight Manual (MFM) to describe Class II modifications installed on aircraft. See attachment 5 for specific instructions.

3. HQ AFMC Responsibilities. HQ AFMC/DOO:

3.1. Develops and implements policy and guidance for the Air Force FMP and coordinates policies affecting TO System policies with HQ USAF/LGMM.

3.1. (AFMC) The AF Development Test Center (AFDTC) is delegated responsibility for conventional weapons delivery (-34) source data (TO 00-5-3, Chapter 17). OL-NS/EN (ASC) is delegated responsibility for nuclear weapons related to aircraft (TOs 1C-XXX-16, -25 thru -31 series) (TO 00-5-3, Chapter 2). San Antonio ALC (SA-ALC) is delegated responsibility for the conventional weapons delivery Standard Manual (1-1M-34 series) (TO 00-5-3, Chapter 2).

3.2. Approves or disapproves MAJCOM requests for waivers or exceptions to this instruction.

- 3.7. Participates in Air Force Central TO Management (CTOM) Committee.
- 3.8. Annually, NLT 15 February, prepares and sends a consolidated listing of FMMs and a listing of aircraft by mission design and series operated by each MAJCOM and FOA, to AFSA/SEF, each MAJCOM or FOA POC and each FMM. Include the name, rank or grade, weapon system, office symbol, address, and DSN number of each FMM on the listing. RCS: HAF-XO(A) 9443, *Flight Manual Managers List with MAJCOM and FOA Points of Contact*, applies. This report has been designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions.
- 3.9. Establish approval and control procedures for flight manuals and checklists for experimental, engineering, flight test, and special mission aircraft (see paragraph 2.4.3.).
- 3.10. Identify specialized engineering and technical support centers for the FMMs.

4. FMM Responsibilities. The FMM:

- 4.1. Manages the technical content, format, and accuracy of FMP publications. Also see AFPD 21-3, TOs 00-5-1, 00-5-3, and 00-5-19).
- 4.2. Coordinates with the TOMA for FMP contracting, funding, numbering, printing, distribution and indexing.
- 4.3. Ensures overall compliance with policies and procedures established by HQ USAF, HQ AFMC, the Air Force Safety Agency (AFSA/SEF), the Directorate of Nuclear Systems Engineering (OLNS/EN (ASC)), the AF Developmental Test Center (AFDTC/XR) (for non-nuclear weapons), and the Life Support System manager (SAALC/LD).
- 4.4. Establishes an adequate Quality Assurance (QA) program. The QA program must include ways to inspect and approve reproduction media and printed or electronic copies of publications before distribution. The QA program usually operates through Memoranda of Agreement or Understanding between the FMM's organization and the inspecting agency.
- 4.5. Participates in the *TO Planning and Requirements Conference*, Guidance Conference, in process reviews (IPR), preliminary and critical design reviews, pre- and post-publication reviews, Flight TO Review Boards (FTORB) and other acquisition functions to develop and maintain technical competence on their military system.
- 4.6. Determines requirements for new and updated FMP publications and coordinate with the MAJCOMs concerned.
- 4.7. Ensures FMP publications' schedules fit with [Attachment 2](#) and support aircraft test and delivery schedules. Coordinates with TOMA to mail all FMPs first class.

4.10. Ensures FMP publications and other program TOs affecting the FMP are compatible. Reports conflicts caused by policy or specification to HQ AFMC/DOO/ENCS.

4.11. Holds minor corrections not affecting operations or safety until a major change.

4.12. Submits FMP publications and updates for publishing and distribution (see [Attachment 2](#)). Notifies affected operating commands and HQ AFMC/DOO when the schedule slips; cites the reasons for delay and include new schedule dates.

4.13. Ensures FMP publication changes or supplements associated with Time Compliance TOs (TCTO) are distributed prior to or concurrently with TCTO publication, but not later than delivery or modification of the first aircraft affected.

4.14. Issues an updated supplement concurrently with a change or revision when either contains only part of a current supplement.

4.15. Distributes changes and revisions affecting flight manuals and their checklists, as well as any associated manuals, concurrently.

4.15. (AFMC) The FMM will coordinate with the TOMA to ensure concurrent delivery of manuals and associated checklists, supplements, and TCTOs. The following options must be considered:

- Obtain guarantee of concurrent delivery from the print contractor through the GPO.
- If the GPO cannot guarantee, obtain guarantee and printing support from on-base printing facilities.
- If neither is feasible, request a direct-deal printing contract with a vendor.

4.16. Process safety and operational supplements as follows:

- Issues an interim safety or operational supplement (if required) within 48 hours after receiving MAJCOMs validation and approval.
- Ensures initial distribution (ID) of formal safety or operational supplements, not preceded by interim supplements, within 15 calendar days of a validated requirement. *Note: ID is "complete" on the date material is placed in the mail.*
- Requests issuance of formal supplements, changes or revisions to replace interim supplements affecting checklists after validating the contents of the interim supplement.

4.16. (AFMC) First Bullet. Interim supplements should state whether formal supplements or changes are being prepared, and the estimated publishing date if so. Issue interim supplements according to AFMCR 8-3.

4.17. Determines the need for and schedule a FMRC. Complies with the following instructions:

- Ensures funding for reproducible copies of FMP publications is available before convening

4.18. Reviews and evaluates all mishap reports affecting like aircraft to detect and correct flight manual and checklist deficiencies.

4.19. Reports their name, grade or rank, office symbol, DSN and commercial phone numbers, FAX number, aircraft MDS managed, and TO numbers and series managed, to HQ AFMC/DOO not later than 15 January annually or as significant changes occur. RCS: HAF-XO(A) 9443 applies.

4.20. (Added-AFMC) The FMM will provide guidance and recommendations, for assigned aircraft, on proposed cockpit or aircrew station design configuration changes to ensure standardization and human factors are considered according to the concepts in the AFMC Aeronautical Systems Design Handbook series.

4.21. (Added-AFMC) The FMM advises ASC/ENE of aircraft modifications affecting performance characteristics, and provides substantiating data for update of Standard Aircraft Characteristics Charts.

4.22. (Added-AFMC) The Life Support Commodity Manager will coordinate with the FMM to ensure FMP publications reflect changes to their life support system(s).

4.23. (Added-AFMC) The FMM will provide copies of FMP updates resulting from mishap reports to HQ AFMC/ DOV.

5. Using Command Responsibilities. MAJCOMs and FOAs:

5.1. Ensure personnel comply with this instruction, AFPD 21-3, TOs 00-5-1, 00-5-2, and 00-5-3. Assigns personnel responsible for monitoring the FMP for each command weapon system.

5.1. (AFMC) Product and Air Logistics Center commanders must ensure proper support for the FMP from all Center elements. This includes developing procedures to ensure commodity managers and SPDs coordinate proposed modifications that impact the Flight Manuals with the FMM office. Rapid and timely printing support of FMP publications is essential for flight safety.

5.2. Provides a written list of all aircraft and point of contact for each MDS operated by the command to HQ AFMC/DOO and appropriate flight manual manager not later than 15 January annually or as changes occur. Includes DSN number for both voice and facsimile (fax), message addresses and electronic mail address. RCS: HAF-XO(A) 9443 applies.

5.3. Establishes procedures for processing an AF Form 847, **Recommendation for Change of Publication (Flight Publications)**. Complies with the following instructions:

- Ensures procedures prevent forwarding of duplicate recommendations outside the MAJCOM.
- Notifies the FMM and HQ AFMC/DOO if someone other than Stan Eval will review AF Form 847.

- Establishes internal distribution procedures for FMP publications, including interim safety and operational supplements, so that flight crewmembers always have the most current FMP data before participating in flight operations.
- Establishes procedures for periodic reviews to ensure currency of flight crewmembers' FMP publications.

5.6. (AFMC) First Bullet. Issue personal copies of flight manuals and checklists containing inflight crew duties or technical information to aircrew members for each aircraft in which maintaining qualification. EXCEPTION: When additional Mission or Series aircraft of the same Design are assigned or operated by the unit, the DFO may waive the requirement for issuing personal flight manuals and checklists to individual crewmembers for each Mission/Design/Series. In this instance, units must maintain sufficient copies of the applicable flight manuals and checklists in a central location for individual aircrew study, mission planning, or issue before flight. However, issue each crewmember personal flight manuals and checklists for at least one of the unit M/D/S aircraft.

5.6. (AFMC) Second Bullet. Each AFMC unit operating aircraft must establish a separate control system for managing FMP publications. Including: validation and verification efforts, distribution of flight manuals and crew checklists, changes, revisions, safety supplements and operational supplements. Each unit will designate a primary and alternate Flight Manual Control Officer (FMCO) (officer or NCO) in writing. FMCOs will:

- Monitor FMP publication validation and verification efforts to ensure discrepancies are documented and forwarded to the FMM for action.
- Ensure approved corrections to FMP publications are received and posted in a timely manner.
- Submit FMP publication requirements to the base TO Distribution Office (TODO) (for formal TOs) or the FMM (for preliminary TOs). Ensure proper quantities ordered are received and requisition any shortages immediately. Review TO indexes to ensure manuals and checklists are current.
- Establish a system for immediate notification by the TODO or FMM of receipt of FMP publication updates and supplements.
- Establish a system of rapid distribution of FMP publications to aircrew members. Include a method of notifying aircrew members on the content of updates and supplements.
- When aircrew members are off-station (leave, TDY, etc.) ensure the system provides for notification on any changes received prior to their next flight.
- Maintain an AFTO Form 110 (or ATOMS) file to record receipt and distribution of TOs, in accordance with TO 00-5-2.

5.7. Establishes procedures to ensure maintenance personnel use the proper sections of flight manuals and flight crew checklists to operate aircraft systems and engines during ground maintenance operations.

5.9. Conducts a command analysis of applicable FMP publications, including nuclear weapon and non-nuclear munitions delivery manuals, for each FMRC. Send recommendations to the FMM a minimum of 45 calendar days before scheduled FMRCs, or when the FMM requests.

5.10. Identifies to the FMM any unique requirements needed for the flight manual or checklist, such as Kimdura type paper, at least 60 calendar days before the FMRC.

5.11. Establishes procedures to identify publication problems that are not reported by an AF Form 847, such as word omissions, typographical, printing, or quality errors.

6. Flight Crewmembers' Responsibilities. Flight crewmembers:

6.1. Follow FMP publications and authorized supplements during aircraft operations.

6.2. Use the right checklists during all phases of flight operations.

6.3. Accomplish critical (Bold Face) emergency actions, in the published sequence, without referring to a checklist.

6.4. Keep personal flight manuals and checklists current.

6.5. Submit recommended FMP publication changes on AF Form 847 (see paragraph 8., paragraph 9., paragraph 10. and 12).

7. Quality Feedback. Publish a FMP quality feedback survey with each flight manual publication revision or change. Include the FMM's address on the survey. MAJCOMs must encourage individuals to complete the survey. MAJCOM or FOA Stan Eval must provide quality feedback information to the FMMs. (Reproduce surveys locally if needed)

8. Recommending FMP Publication Improvements. Submit recommended changes and improvements to FMP publications on AF Form 847 according to the procedures below. Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to property, or a reduction in operational posture. Submit routine reports for conditions that are potentially hazardous from prolonged use, have negative effects on operational efficiency, reduce operational life, or general service use of equipment. Do not use the AF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation. MAJCOMs establish how minor errors of this kind are identified.

8. (AFMC) AF Forms 847 will be prepared in duplicate. Report NATO E-3A FMP publication changes on E-3A Component Form 82, according to NAEW Directive 80-103.

9. Processing AF Forms 847. Process all AF Form 847 through command channels (see flow Diagrams, attachment 5)

equivalent), either ANGSC/XO, Andrews AFB MD 20331-6008, or HQ AFRES/DO, Robins AFB GA 31098-6001, and the FMM.

9.1.2. Require parent MAJCOMs or FOAs approve, downgrade, or disapprove the emergency AF Form 847 submitted by their subordinate units. Require them to omply with the following instructions:

- Originating MAJCOMs or FOAs must send an approved AF Form 847 to the FMM, AFSA/SEF, and all MAJCOMs and FOAs operating the same aircraft within 48 hours after receiving the message. Include AFSA/SEF and the originating unit as information addressees. Other affected MAJCOMs and FOAs must send their concurrence or comments to the FMM within 48 hours after receiving the message.
- The originating MAJCOM or FOA must send AF Form 847 disapproval messages to the initiating unit, the FMM and AFSA/SEF with justification for the disapproval action. The originating MAJCOM or FOA must process downgraded AF Form 847 as routine.

9.1.3. Make sure the FMM informs all MAJCOMs and FOAs and government agencies using affected TOs of intended action on emergency notices within 60 hours after receipt. If the FMM disapproves or downgrades a notice, the message must include justification for this action. ***Note:** Use the words "intended action" instead of approve, disapprove, or downgrade because other options are frequently needed.*

9.1.4. If any using command has not received notification of the FMM's intended actions within 60 hours after their original message transmission, make sure they take followup action within 12 hours.

Table 1. Critical Safety Hazard Notice Message Routing and Preedence

R	A	B	C	D	E
U L E	If the message is from	and is addressed to the	then the prece- dence is	and the info copy is sent to	then the info copy pre- cedence is
1	Unit	MAJCOM	Immediate	FMM	Priority
2	MAJCOM	FMM or other MAJCOM		HQ AFSA/SE or originating unit	
3	FMM		Priority		Routine

9.2. Routine Reports:

9.2.1. Within 45 calendar days, the MAJCOM or FOA Stan Eval office must evaluate a routine AE Form 847 and send approved forms to the FMM and all MAJCOMs and FOAs operating the

9.2.1. (AFMC) HQ AFMC/DOV may delegate AF Form 847 review and approval or disapproval authority for specific military aircraft systems to other organizations or individuals within AFMC. This delegation must be in writing and be provided to units operating the systems, FMMs and HQ AFMC/DOO.

- Delegated organizations/individuals will forward copies of approved or disapproved AF Forms 847 to HQ AFMC/DOV.
- Delegated individuals will notify HQ AFMC/DOV of projected changes that would preclude continuance as review officials in sufficient time to permit identification of replacements.
- AFMC units will process AF Forms 847 through their unit Stan Eval for review and control number assignment. Unit Stan Eval will keep one copy of the AF Form 847 and forward the original to HQ AFMC/DOV. If the unit does not have a Stan Eval function, forward AF Forms 847 directly to HQ AFMC/DOV.

9.2.2. All ARC units must send routine AF Form 847 to their gaining MAJCOM Stan Eval office through the numbered Air Force or its equivalent. Send an information copy to either ANGRC/XOO or HQ AFRES/DO as applicable.

9.2.3. The FMM must inform all MAJCOMs, FOAs, and government agencies using affected TOs of intended action on the AF Form 847. This must be done before 30 calendar days after the other using commands respond. The FMM must justify any decision not to incorporate MAJCOM or FOA approved AF Form 847. The originating MAJCOM or FOA must then inform the initiating unit of the status of the recommendation.

9.2.4. The affected MAJCOM or FOA can resubmit an AF Form 847 with additional justification and rationale when the FMM's actions are considered unacceptable.

10. Entering Information on the AF Form 847. Follow the instructions listed below (items not listed are self-explanatory).

10.1. Date. Enter the date the originating unit sends the recommendation to the MAJCOM.

10.2. Unit Number. The originating unit enters the control number, which at minimum consists of the unit designation, the year, and a sequence number. On the back side of the form also place the unit number at the top.

10.3. Reserved. Organizations may specify use of this block for local management and processing needs.

10.4. Items 4 through 11. Identify the specific location of the subject matter and the recommended change.

make recommended changes. These publications have specific processing instructions in them. If an AF Form 847 contains classified data, mark it according to guidance in DoD 5200.1R or AFR 205-1.

LARRY L. HENRY, Maj General, USAF
Acting DCS/Plans and Operations

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AFMC—Air Force Materiel Command

AFSA—Air Force Safety Agency

ARC—Air Reserve Component

CTOM—Centralized TO Management (Committee)

DoD—Department of Defense

DSN—Defense Switched Network

FMM—Flight Manuals Manager

FMP—Flight Manuals Program

FMRC—Flight Manuals Review Conference

FOA—Field Operating Agency

GPO—Government Printing Office

ID—Initial Distribution

MAJCOM—Major Command

NLT—Not Later Than

OPR—Office of Primary Responsibility

QA—Quality Assurance

SPD—System Program Director

Stan Eval—Standardization Evaluation

TCTO—Time Compliance Technical Order

TO—Technical Order

TOMA—Technical Order Management Agency

Attachment 2

FMP PUBLICATION CHANGE PRODUCTION SCHEDULE

Below is the schedule for developing and producing routine publication changes. The schedule for emergency or urgent changes, distributed by message, is detailed in paragraph 9. These schedules ensure FMP publications are updated in a timely and accurate manner.

Table A2.1. Schedule for Developing and Producing Routine Publication Changes.

LINE	A	B	C	D
	Preproduction	Production	Printing	Initial Distribution
1	Minimum of 60 Calendar Days	75 Calendar Days for Change 105 Calendar Days for Revision	45 Calendar Days	120 Calendar days after production start for a change. 150 Calendar days after production start for a revision

- a. **Preproduction Phase.** The period between publishing of one TO update and development of the next one.
 - 1. The FMM will announce the update at least 60 days prior to the start of the production phase (see below), and request inputs; routine change suggestions will normally be accepted for up to 60 days after the announcement.
 - 2. The update package may consist of FMRC recommended changes or approved AF Form 847.
- b. **Production Phase.** This phase begins when the FMM submits requested updates to the TOMA or contractor for development of an FMP TO update. It ends when the TOMA or contractor forwards approved reproduction media to the GPO for printing. The production phase includes: writing, in process reviews, validation, verification, and prepublication review of the update, contractor or TOMA preparation of the print package, and request for shipping labels. The time required is highly dependent on the urgency of need and complexity of the update, but should not exceed 75 days for a change or 105 days for a revision.
- c. **Reproduction Phase.** The GPO sends the reproduction media to a printing contractor. Make allowances for pre-ID quality inspection. This contractor prints and distributes the update, normally within 45 days after receiving the print package.
- d. **Initial Distribution.** This is the date it is mailed; delivery may take up to two weeks. In some cases, the entire print run is sent to the ALC for final inspection and distribution, which may add time to the total process.

Attachment 3

SAMPLE CRITICAL SAFETY HAZARD NOTICE MESSAGE

NOTE:

THIS IS A SAMPLE ONLY. AIRCRAFT, BASES, OR COMMANDS, MAY NOT BE CURRENT.

UNCLASSIFIED

01 01 031248Z NOV 92 RR RR UUUU

DOO

NO

380BW PLATTSBURGH AFB NY//DO//

1CEVG BARKSDALE AFB LA//ST//

INFO SMALC MCCLELLAN AFB CA//MMSRB//

UNCLAS

SUBJECT: CRITICAL SAFETY HAZARD NOTICE 831

1. TO 1F-111(B)A-1
2. 6 MAR 81
3. 1 NOV 82
4. 340
5. ENGINE FIRE INFLIGHT
6. N/A
7. N/A
8. N/A

ITEM 3. AGENT DISCHARGE SWITCHUP.

ITEM 3A. AIR SOURCE SELECTOR KNOB OFF OR EMER

ACTION OFFICER AND TITLE
OFFICE AND PHONE NUMBER

RELEASER'S NAME, TITLE, SYMBOL

CRC:

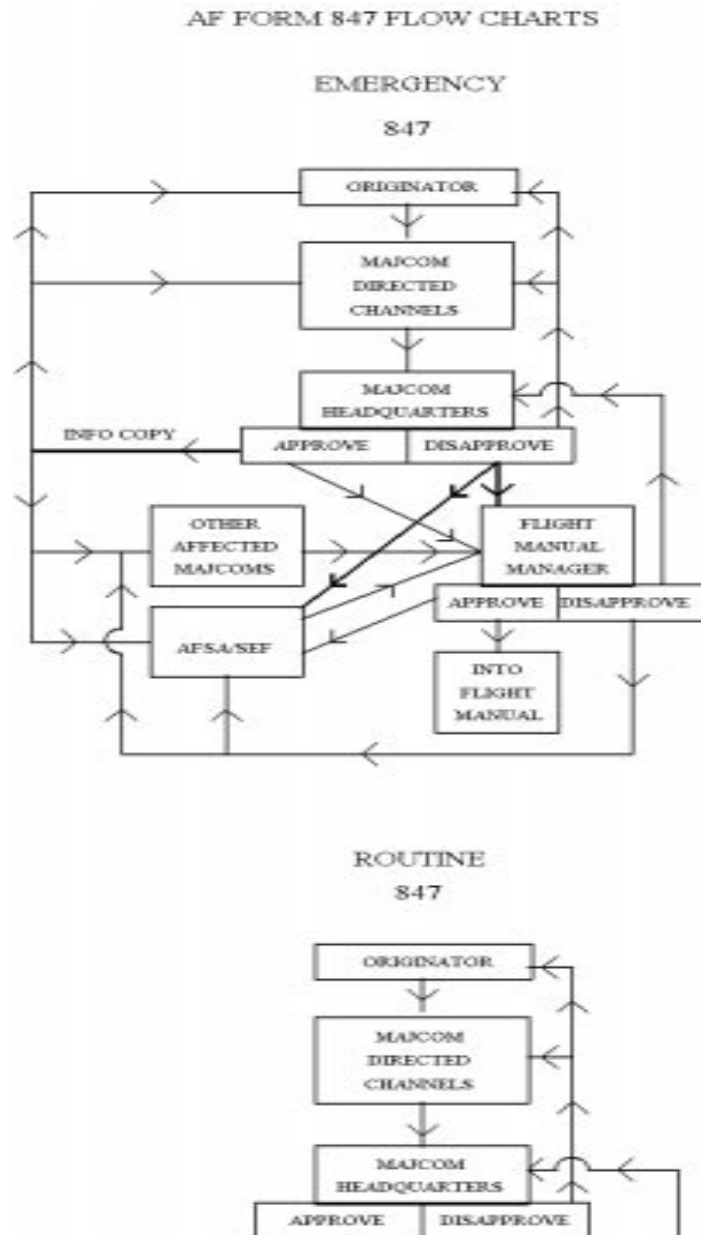
UNCLASSIFIED

031248ZNOV92

Attachment 4

AF FORM 847 FLOW CHARTS

Figure A4.1. AF FORM 847 FLOW CHARTS



Attachment 5 (Added-AFMC)
AFMC MODIFICATION FLIGHT MANUALS

A5.1. General Requirements. Modification flight manuals (MFM) will provide operating instructions and technical data to aircrews for normal, abnormal, or emergency conditions. Provide verified aircraft performance data when the modification affects existing basic aircraft performance. Use illustrations, photographs, charts, graphs, schematics, or any other means to enhance the understanding and operation of an aircraft.

A5.1.1. Publish a Tailored Aircrew Checklist (TAC) when a modification effects an abbreviated checklist (-1CL-X).

A5.1.2. Changes to the MFM resulting from modification changes or basic flight manual information changes may be done using a Revision, Change or Modification Operational Supplement (MOS).

A5.1.3. The unit Chief of Stan Eval or a designated representative must sight the MFM before distribution and use.

A5.2. Format and Organization. Style and format of the MFM will be the same as the basic flight manual with the addition of two sections. Sequentially number and title these sections "Test Equipment" and "Tailored Aircrew Checklist" respectively. Each MFM must contain the following information:

A.5.2.1. Title Page that contains the following:

- The words "MODIFICATION FLIGHT MANUAL."
- The MFM effective date and change number .
- Mission/Design/Series (M/D/S) and aircraft tail number(s) of affected aircraft.
- The statement "This publication is incomplete without TO 1X-XXX-1 (and TO 1XX-XXX-1-1 when changed by a modification. "
- Modification Operating Supplements (MOS) incorporated by the latest MFM Change.
- The statement, "Commanders are responsible for bringing this publication to the attention of all Air Force personnel cleared for operation of subject aircraft."
- A limited distribution statement.
- Signature and signature block that authorized the MFM.
- Optional, an aircraft photograph on title page.

A5.2.2. List of Effective Pages, following the title page, that contains the following:

- Current listing of each page, with change number.
- Date of issue for original and change pages.
- Current listing of Tailored Aircrew Checklists

A5.2.5. Table of Contents page, following the aircraft summary page, listing the sections and page numbers affected in each section of the MFM.

A5.2.6. Arrange sections in the same manner and sequence as the basic flight manual. If omitting an entire section, put the section title and a note to refer to the basic flight manual for the required information in the MFM. Notes, warnings, and cautions will follow the guidelines of MIL-M-7700.

A5.2.6.1. Add a description to the applicable sections(s) of the MFM for equipment not mentioned in the basic flight manual. Add and refer to supporting documentation as an appendix to the MFM if rewriting the complete description is impractical but necessary for understanding the equipment.

A5.2.6.2. Add or delete expanded checklist procedural steps to the basic flight manual expanded checklist resulting from the modifications or demodifications. The abbreviated checklist items need not reflect items have changed. You mayi replace extensively modified checklists in their entirety or add new checklists (example, Instrument System Operation). In these cases the specific expanded checklist will state whey this was done.

- State “Deleted” followed by the checklist item when a checklist step is deleted (example, “4. Deleted...Mark II Antiskid-TEST”).
- State “Added” followed by the checklist item when a checklist step is added (example, “8.a. Added...Time Code Generator-ON (P)”).
- State “Changed” followed by the checklist item when checklist step is changed (example, “12. Changed...Radar-As required (P) to -OFF (P)”).

A5.2.6.3. Every page (including photographs, schematics, charts, etc.) int eh MFM must have a page number.

A5.2.6.4. All photographs, schematics, charts, etc., will have a figure number.

A5.2.7. Add additional sections as follows:

- Title the first added section “TEST EQUIPMENT” and it must contain information on equipment used only for test missions.
- Title the second added section “TAILORED AIRCREW CHECKLIST” and it must contain all abbreviated checklists pertaining to the modification(s).

A5.3. Tailored Aircrew Checklist (TAC). Procedures in the TAC must be the flight manual procedures updated with the information presented in the MFM. Include all TACs in the MFM, in the abbreviated format.

A5.3.1. Each page of the TAC will include the M/D/S, aircraft serial number, page number, and dateline.

A5.3.2. All photographs, schematics, charts, etc, will have a figure number.

A5.5. Modification Operational Supplement (MOS). A Modification Operational Supplement to the MFM may be published instead of a revision or change for each short-term project, temporary aircraft modification, description of class II modified stores, basic flight manual change or supplement effecting the contents or procedures in the MFM.

A5.5.1. An MOS must include an updated Publication Summary Page containing current status of MFM and Mos(s).

A5.5.2. Only rescind an MOS by incorporating it into another MOS, change or revision. When incorporating an MOS in a change or revision, annotate the incorporated MOS(s) on the title page.

A5.5.3. An MOS that effects the Tailored Aircrew Checklist Section must include replacement pages.

A5.5.4. Numbering of MOSs will be continuous. Do not reuse a number even if it has been incorporated in a change or reprint.

A5.6. Maintaining the Modification Flight Manual. Maintain MFMs as follows:

- Maintain a separate MFM for each modified aircraft
- The unit's chief pilot of each M/D/S will review all changes, safety supplements, and operational supplements for compatibility with the existing MFMs.
- Review each MFM semiannually for applicability, currency, and currency with the basic flight manual date.
- An MFM update must include outstanding MOS(s) into the MFM.

A5.7. Central Oversight. Each office of standardization and evaluation is responsible for the management of their unit Modification Flight Manual Progr

Attachment 6 (Added-AFMC)

IC 98-1

IC 98-1 TO AFI11-215/AFMC SUP 1, FLIGHT MANUALS PROGRAM (FMP), 20 NOV 94
26 MARCH 1998

SUMMARY OF REVISIONS

This change adds text to clarify the experience required to fill Flight Manual Managers positions at ALCs and change the OPR of the supplement. A star (*) indicates revision from the previous edition.

2.1.2.1. (Added) Replace text with the following: Flight Manual Managers positions should be filled with the most qualified individual as determined by the respective ALC. While aircrew or engineering experience within a specific MDS is desired, the overall intent is to ensure the position is filled by an individual who understands the Flight Manual Program and the Air Force Technical Order system.

OPR: Delete previous OPR and add new OPR: HQ AFMC/DOV (SMSgt Michael C. Hushion)

FRANCIS C. GIDEON Jr., Maj Gen, USAF
Director Operations